

**MIAMI-DADE COMMUNITY COLLEGE**  
**College Admissions and Registration Procedures Committee**

Minutes of the August 10, 2001 CARP Committee meeting. The meeting was held at the Medical Center Campus in room 2304. Roll was called and a quorum was declared present.

**MEMBERS PRESENT:**

Mercedes Amaya, Registrar, MC  
Dulce Beltran, Assist. Registrar, KC  
Cecilia Bermudez, Registrar, HC  
Gerald Carley, Bursars, Dist, NC  
Floris Giol, Int'l Student Advisor, KC  
Harold Harper, Comp. Applications Prog., KC  
Rulx Jean-Bart, Registrar, WC  
Samuel D. LaRoue, Secretary, DARS, WC  
Ana Lien Montero, Recorder, DARS, WC  
Lourdes M. Perez, Registrar, IAC  
Jackie Power, Registrar, NC  
Tom Stewart, Col. Registrar, Chairperson, KC

**MEMBERS ABSENT:**

Alan Berkey, Associate Academic Dean, KC  
Isabel De La Serna, Support Staff, NC  
Steffi Durnberg, Advisement Director, KC  
Armando Ferrer, Dean of Student, NC  
Jocelyne Legrand, Faculty, WC  
Allen McPhee, Faculty, NC  
Kenneth Tague, Financial Aid Director, NC  
Ron Vorp, Institutional Research, District WC

D R A F T

**APPROVAL OF MINUTES:** The minutes of the July 13, 2001 meeting were approved with corrections.

**ANNOUNCEMENTS:** There were no announcements

**SPECIAL AGENDA ITEMS:**

- Program GPA on the Transcript
- College Honors Program Graduation Remark on the Transcript
- Registration Error 1156
- Old Reference numbers from previous term appearing on the Fall Term
- Status on Automatic Exemptions for Financial Hardship for Students on Financial Aid
- Amnesty for International Students
- Employee Waivers
- Grade Change

**ACADEMIC AFFAIRS REPORT:** No report was submitted

**FINANCIAL AID REPORT:** Ms. Amaya reported that all book loans have been mailed to the students. This new procedure will eliminate the lines in the office for book loans. Once the students receive their book loan in the mail, they go directly to the bookstore to activate and utilize the loan. Only the students that had their enrollment status changed from full-time to part-time or vice versus need to stop by the Financial Aid office. A detailed letter is being mailed along with the book loans.

**STAR SERVICE UPDATE:** Mr. Stewart reported there was a minor problem this week with the finance function in STAR. The system was collecting money to pay the students' fees but it was not applying the payments in Odyssey.

## DRAFT

**REQUEST FOR PETITIONS COMMITTEE ACTION FORM "WN" GRADE:** Ms. Power distributed copies of the revised form for the Committee's review. The following additional changes/corrections were suggested:

- Item A.: Instructions – Under example of documents that can be submitted as proof, delete hospital bills...
- Item E. Questions –
  - Delete question 1 and the college practice will be for the Registration Office to provide a list to the International Student Office with the results.
  - Two separate statements will be added for the financial aid advisor and the veteran advisor's signature, which the student must obtain prior submitting the form.
- At the bottom of the form, replace Dean's Approval: with Committee Action. An additional line should be added to explain reason of approval or denial.
- Revision date needs to be added to the front and the back of the form.

The approval of the form was postponed until next meeting.

Ms. Power also distributed copies of the revised Request for Appeal Committee Action Form, for the Committee's review. The following changes/corrections were suggested.

- The title of the form needs to be more specific. Mr. LaRoue will find the correct wording for the title.
- Item C – Reason for Appeal - #4 the word "Repetition" needs to be replaced with "Repeat."
- At the bottom of the form, the approval signature should state "Dean/Designee Approval."
- A comment line needs to be added.
- On the reverse side, in the last box, a statement needs to be added to indicate that documentation is required.
- The revision date should be placed at the bottom of the form on each side.

The approval of the form was postponed until next meeting.

**TRANSIENT STUDENT APPROVAL FORM:** Mr. Stewart mentioned the purpose of this form was to guarantee that the student can go to another institution to take the courses listed on the form. Those courses will transfer back and the credits will count towards their degree at MDCC. It implies that the student met the pre-requisite requirement and he/she is eligible to take the courses listed. It certifies the student is or is not a Florida resident.

Mr. Jean-Bart distributed copies of the revised Transient Student Approval form for the Committee's final review. The following changes/corrections were made.

- It was agreed the International Student Department should have a separate form.
- Delete the GPA question.
- Add revision date at the bottom of the form.
- The form will be a two-part NCR. The original should go to the student and the copy to the other institution. The Registrars were advised to place a comment on the comment screen.
- The form is valid for only one term.

## DRAFT

After further discussion, the form was approved with the changes and College Admission and Registration will provide the forms. Mr. Stewart asked to include in the agenda for the September meeting "Transient Forms Received From Other Institutions." Ms Bermudez suggested inviting a Director of Retention and Transition.

**VIRTUAL COLLEGE INTERNATIONAL ADMISSIONS:** Dr. Epstein communicated that she has been receiving e-mails from international students wanting to take Virtual College. The code "X" was assigned to identify these students, but no holds are placed in the system. At the last International Student Committee meeting, it was recommended to add a check-box on the admission application listing Virtual College as one of the campuses. After further discussion, it was decided that students who are enrolled in Virtual College and are out-of-the country, are not US citizen/resident, and do not intend to become an F-1 visa student, will be given an immigration status of X with the restriction that they can only enroll in virtual college courses. These students, if they are degree seeking, must take and pass the ACT or SAT.

Since Virtual College program is housed at the Medical Campus, Ms. Amaya will invite a representative from that department to the next CARPC meeting to address some of the concerns International advisors have concerning the language requirements.

**TECHNICAL MANUAL OF PROCEDURES:** Mr. LaRoue informed the Committee that at the last Executive Committee meeting this issue was discussed and they are very interested in knowing where the procedures are on the Web. Mr. Stewart stated that the College Policy and College procedures are the only thing on the Web right now, however, they have not been revised. The Technical Procedures will also be included as soon as they are revised. Mr. LaRoue expressed the urgency of having the Technical Procedures revised by the Registrars.

**ACADEMIC AND ADMINISTRATIVE CALENDAR:** Mr. LaRoue distributed revision #3 of the Academic calendar and explained that the shaded areas are the changes discussed at the last meeting. After further discussion, the Committee approved the Calendar with the following changes:

- Line 20 - Class Roll Over For Next Term Not Later Than – [2002-1, Wed., 9/19/01]; [2002-2, Tues., 1/28/02]; [2002-3, Thurs., 5/30/02]; [2002-3/4, Fri., 5/31/02]; [2002-4, Wed., 7/10/02]

**ODYSSEY REPORT:** Mr. Harper submitted the following Odyssey report:

- Currently working with Institutional Research on the student database reporting. Apparently there are some bad data on college – prep completions.
- Attended a consortium meeting last week in Ft Lauderdale, which lasted three days. Two quick fixes of software were received. One of the fixes had to do with the rolling of grades for PSAV students.
- SLS 1125 still is in the testing mode.
- Enrollment certification program is also in the testing mode

**REGISTRATION ERROR 1156:** Ms. Bermudez shared with the Committee a case of a new student who had taken the placement test but the scores were not entered into the system yet. On the degree audit, it shows that the next course is MAT0002 and REA 0001. However, when the student tried to register for those courses, the system said the placement level has been satisfied instead of saying pre-requisites have not been met. Mr. Stewart and Mr. Harper will look into this problem and will get back with her.

## DRAFT

**PROPOSAL TO ADD A NEW MENU OPTION:** Mr. Stewart handed out copies of the proposal to add a new menu option to Main Odyssey Student Menu. The purpose is to make it more convenient for the faculty members to use the screens they use now or should be using. He is recommending deleting the “? Help,” Problem Log,” and the “Terminate (.)” options from the main menu. The new two items that would be added are “FM” Faculty Quick Menu” and “AC” Academic Chairs Quick Menu.”

The Committee agreed it is an excellent idea. After reviewing the screens in both quick menus (FM & AC), it was decided not to add the “AC” Academic Chairs Quick Menu.

### **SPECIAL AGENDA ITEM(S):**

Program GPA on Transcript - Ms. Bermudes shared with the Committee a case of a student who graduated from an AA degree program and had all “As” and one “B” in her courses. On the transcript it says AA degree awarded, graduation date July 28, 2001, and program GPA 3.02. The student does not agree with the terminology used to describe her GPA. After further discussion, Ms. Bermudez suggested to change the label on the degree audit to excess credit including program GPA. The Committee agreed.

Honors Program Graduation Remark On Transcript – Ms. Bermudez explained another case of a student who wanted to know why the remark college honors program graduate was not on the transcript. She informed the student that the feature is not available in Odyssey. Mr. Stewart stated that the feature is available and the Honors Program Department needs to submit the list all the honors students that qualify for this remark. The Registrars also need to verify that the students on the list have met all the requirements.

Old Reference Number Appearing On Current Class Schedule - Ms. Beltran explained that on some student schedules the old reference numbers are appearing on the current class schedule. This occurred at the Kendall and North campuses. Nobody has been able to neither find the reason why this happened nor duplicate the error. Mr. Stewart found a way of temporarily solving the problem. Mr. Harper explained that the Consortium is aware of the situation and another institution is having the same problem.

Automatic Extensions – Ms. Power stated that the Legacy System gave automatic extensions to students that were financial aid recipients. She asked if in the future, the Odyssey system would have this feature. After further discussion, the Committee decided that this feature should not be added because this would allow the student to re-register in courses that they previously dropped for whatever reason. The students should be academically advised if they are repeating the courses.

Financial Aid and Employee Waiver – Mr. Stewart informed the Committee that Dr. Eduardo Padron sent a memo out in November 2000 to all full-time support staff and it says “the college has now been enhanced with another educational benefit and all full-time employee will be able to register for up to eight credits at Miami-Dade each major term for no cost.” Based on this memo, the employees will not pay the special fees. However, attached to the memo was the form that financial aid uses which mentions six credits.

After further discussion, the Committee determined this is a Human Resources and Financial Aid problem, and need to be resolved by them. Ms. Perez will forward this memo to Mr. McMillan. It was also determined that because of an earlier memo, the application fee will not be charged to all full-time employees of the college who has been working for at least six months.

## DRAFT

Grade Changes Mr. Jean-Bart shared with the Committee a concern that he has about processing grade changes from the Honors program and NWSA that are more than a year old. Mr. Stewart explained that the College has no policy that prohibits this practice. Mr. Stewart agreed to draft a procedure and send them to Dr. Hays. The Procedure would state that the Registrars will not process grade change forms for more than a year old unless signed by the Academic Deans or Provost.

Amnesty for International Student: Mr. Jean-Bart wanted to know what office is responsible for Amnesty for international. After discussion it was agreed the admission office is responsible for the process of this forms and should be signed by the Registrars.

Meeting adjourned at 4:00 pm. The next CARPC meeting will be at the Wolfson Campus, Friday September 14, 2001 from 1:00 to 4:00 pm in Room 5620. The Registrars will meet in the morning.

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Ana Lien Montero, Recorder

### IMPORTANT NOTE:

As inconsistencies within the College Registration Procedures are identified and reviewed by the College-wide Admissions and Registration Procedures Committee, items, processes, and/or functions that cannot be immediately handled and cleared with ongoing systems and procedures, or by campus management adjustments, will be identified, catalogued, and assigned to subgroups on a priority within the College. Published standard operational procedures (Technical Manual of Procedures) will govern those registration processes and functions identified as College-wide in scope and dependent upon College-wide uniform systems.

### DISTRIBUTION:

Committee Members  
Student Deans  
Community Education Chairpersons